

Melksham Town Council

Minutes of the Community Committee

At Melksham Town Hall on Monday 8 June 2026

PRESENT: Councillor J Westbrook Chair
Councillor P Aves
Councillor E Calland
Councillor J Crossley
Councillor G Elson
Councillor T Price
Councillor A Whitlock

IN ATTENDANCE

OFFICERS Hayley Bell CEO/Town Clerk
Ian Cunningham Community Office
Andrew Meacham Committee Clerk
Dominic Rutterford Communications Officer

PUBLIC two members of the public and one member of the press were present and one member of the public was present virtually

1/26 Apologies

There were no apologies. All members were present

2/26 Declaration of Interest

There were no declarations of interest.

3/26 Minutes

The minutes of 23 March 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor J Westbrook.

4/26 Public Participation

Public Participant 1.

Q1 Owner of The Fisheries, an established business in Union Street. Can the Council reassure him that any changes to parking on Union Street would take into account the needs of the business and its customers?

A1 Melksham Town Council had been asked to run the survey but the decision would be made by the Wiltshire Council Cabinet Member for Highways. 50% of residents must respond and 50% of responses must be in favour before it would be considered. Delivery trucks will be given permits. Mitigating conditions could be considered.

Q2 The survey should be neutral but seems to have leading questions with the assumption of an issue.

A2 The wording of the survey was statutory and could not be altered.

Q3 Why is the survey only for residents?

A3 Only for the residents who would be allowed to park under the scheme and businesses on the road.

The Committee Clerk confirmed a survey had been hand delivered to all affected residential and business addresses, including The Fisheries. The Chair advised she had received many emails indicating there was an issue with parking. The chair confirmed she would remain in contact.

Public Participant 2

Q1 Agenda papers show a potentially large sum of money will need to be spent to fix the Town Council website. Is the Council concerned that certain subjects get lots of attention and more detailed work is sometimes lacking, resulting in a cost to residents?

A1 Speaking personally, it is a concern and the item will be deferred. There are things that the Council does very well, such as events. Would like to see the same level of detail in all services. Believes the Council is moving in the right direction.

Q2 All meetings have been rebranded and meeting tonight is shown as “community”. Is this confusing?

A2 Committee Chairs will be meeting with the Clerk to discuss the format of agendas. Aim is to provide more consistency. Will request the Clerk to provide a full response.

5/26 Vice Chair

Councillor Elson was nominated.

It was proposed by Councillor J Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to appoint Councillor Elson as Vice Chair of the Community Committee.

6/26 Water Safety, Access and Potential Designated Bathing Water Proposal

It was proposed by Councillor J Westbrook, seconded by Councillor Whitlock and

UNANIMOUSLY RESOLVED to suspend standing orders to allow a member of the public to speak.

Members discussed liability, asked for clarification on the recommendations and the financial impact.

Deep water sign, info board, motorcraft bye-law and a gate on the slipway were suggested by the member of the public.

Standing Orders were re-instated.

It was proposed by Councillor J Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to recommend to Full Council

- Support immediate multi-agency water safety improvements at the River Avon by King George V Park
- Influence water safety community courses
- Invite local user groups and agencies to form a water safety working group
- The council to complete the required consultation and apply in 2026 as a future designated bathing water application with Defra
- Future items on this project will be reported to Assets and Facilities
- The Clerk, with input from experts, do look into the purchase of a lifebuoy and signage, to come back to Council with the question of liability and costings for maintenance.

7/26 KGV Income Summary, Friends of Rivermead School Easter Trail, Melksham Town FC U10 Falcons Sponsored Cycle Ride, John Jennings Fun Fair, Shine Outdoors, Inflatable Theme Park, Park Run

In view of the length of the agenda, these items were grouped together and were noted.

8/26 Holiday Films, May Circus Skills Workshop, Film:WALL-E, Us Girls, Summer Holiday Free Films, August Circus Skills Workshop

These items were grouped together and noted.

Members were aware that Melksham Town Council not allowed to advertise the names of films. It was requested that it be made clear to residents that they can contact the office to obtain details. Community Officer informed members that an automated system had been set to reply to email queries with a list of upcoming films.

9/26 Melksham Health & Wellbeing Meeting, Park Yoga, Age UK Wiltshire

Theres items were grouped together and were noted.

10/26 Meet Melksham: Community Discovery Event

Deferred to be heard with the motion on Community Hub.

11/26 Friday Night Live, Melksham Makers Market

These items were grouped together and noted.

Friday Night Live. There were requests for a banner to advertise future Friday Night Live events and a report to the next meeting on involving/promoting local refreshment vendors.

12/26 Melksham Gardening Competition, Melksham at Christmas, Mayoral Updates

These items were grouped together and noted.

Members requested a breakdown on planning for Christmas, Remembrance and any other event come to the next meeting, to include any decisions that need to be made, volunteer plan, Santa's Grotto, access restrictions and security.

13/26 Melksham Festival: ShamJam

It was proposed by Councillor J Westbrook, seconded by Councillor Whitlock and

UNANIMOUSLY RESOLVED to adopt the name "The ShamJam Festival" with the whole name featuring on the logo.

14/26 Bra Bank, Wiltshire Digital Drive, Entertainer Register

These items were grouped together and noted. Officers advised we currently had over 40kg of donated bras.

15/26 Brand Rationalisation, Town Plan – Printed Copy and Accessible PDF, Press Releases and Media Engagement

These items were grouped together and noted.

There was discussion of social media branding.

Members noted that they would like to see some A/B testing.

16/26 Website Audit and Accessibility (AGAR Assertion 10)

This item was deferred for a report on full report on what is wrong and why it went wrong.

17/26 Council Newsletter, Meta (Facebook Performance Stats and Website Performance

These items were grouped together and noted.

It was felt that members only needed stats that had a financial implication were needed.

18/26 Community Toilet Scheme, Parking Redemption Scheme, Hanging Baskets, Partnership Newsletter, LinkedIn, Business Partnership – Events, Roundabout Sponsorship

These items were grouped together and noted.

19/26 Community Hub Motion

Councillor Crossley spoke to the motion.

It was proposed by Councillor Crossley, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to ask the CEO to explore setting up a Community Hub for the benefit of the residents of Melksham and work in collaboration with existing services to ensure that services are offered locally and are accessible for those who might otherwise be digitally excluded, struggle to access services online or over the phone or are unable to travel to access services easily. If possible, options around collaboration with Melksham Without Parish Council, could be considered. To come back to the next Community Committee meeting with a full report

20/26 Grass Cutting Intervention Motion

Councillor Price declared an interest through his employment relationship with Wiltshire Council Social Value Team.

It was proposed by Councillor J Westbrook, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to refer this motion to Full Council, with an understanding of financial implications either for Melksham Town Council to bear the cost, if reasonable, or refer to Wiltshire Council Community Payback Scheme.

Meeting closed at: 21:00

Signed Dated